



Minutes of the meeting of the
Finance and Policy Working Group
5th September 2022

Present

Councillors Kevin Cranston, Laurie Davies (from item 10) Stella Parkes and Lucas Schoemaker (Chair)

Absent

None

In attendance

Helen Bojaniwska (Town Clerk)

1. Apologies

Apologies were received from Rob Green and Camilla Hale (both personal).

It was noted that the normal quorum of four councillors for the Finance and Policy Committee had not been met, but as the Committee were meeting as a working group to make recommendations to the Clerk under delegation, it was **agreed** to continue with the meeting.

2. Declarations of interest or requests for dispensations

There were no declarations of interest or requests for dispensations.

3. Questions from the public

There were no questions.

4. Minutes of previous meeting

The minutes of the meeting of the Finance and Policy Working Group of 6th June 2022 were noted and will be approved by the Committee at the next opportunity.

5. Authorisation of payments

The working group reviewed payments listed in **Appendix A** from July 2022.

The Working Group **recommended** that the payments be approved by Full Council at the next meeting.

6. Budget Monitoring

The budget monitoring report to end of July 2022 was noted.

7. Bank Reconciliation

A bank reconciliation at 31st July 2022 was noted.

8. Progress report on the Council's Action Plan for 2022-23

The Working Group reviewed a progress report.

The Clerk advised that a report had been prepared for the Council meeting on 12th September 2022 setting out a range of potential responses to the cost of living crisis, which could potentially be funded from the underspend in Covid-19 grants fund. It was felt that this should be a high priority for action.

There was a discussion about whether continuing to provide Christmas lighting would be appropriate in terms of both the financial cost and the electricity used. The Clerk advised that the electricity use is minimal, and noted that an order had already been placed for the installation. It was **agreed** that the lights help to improve the mood of the town and should continue.

Action: the Clerk was asked to research whether other free activities could be provided during the festive period.

The Clerk explained that Stroud District Council were now using data from the Council's pollution monitoring tubes in their annual reporting.

Action: Clerk to circulate a link to the latest Stroud District Council report.

Cllr Cranston explained the parking strategy work being conducted by the Regeneration Working Group. The Clerk reported that a number of other partners have now committed to working together on this project, and that the work would now be commissioned by another agency, with a financial contribution from the Town Council. It was noted that this project will help inform the delivery of some of the projects including the Levelling Up Fund bid, if successful, and provide valuable evidence for the Neighbourhood Development Plan review.

There was a general discussion about the potential for developing a new cemetery. It was understood that suitable locations are hard to find and the development costs had previously led to other partners withdrawing from the project. The Clerk reported that officers are researching the cost of seeking external advice on how to make best use of the limited space left in the existing cemetery and will report back to the Environment Working Group.

9. Annual budget consultation

The Working Group reviewed a draft budget consultation and recommended some changes as follows: add an introduction to explain that the survey is intended to inform future budgets, not immediate priorities; rearrange the blocks of questions; add some questions relating to potential support for the cost of living crisis, e.g. food and heating. It was **agreed** to offer an incentive of a voucher to encourage participation. It was noted that office relocation had not been included, because this would require a separate, specific consultation to support a loan application when a proposal comes forward.

Action: Clerk to set the survey up online and share with members of the Working Group for testing before publication.

10. Update from the Office Working Group

The Clerk reported that officers had viewed an empty office with potential for relocation.

Action: Clerk to discuss potential with agents and owners and report back to Council.

Cllr Davies joined the meeting during this item.

11. Replacement of heaters for the upper floors of Thanet House

It was **agreed** in principle to support the installation of new night storage heaters on the upper floors, subject to the Clerk confirming the running costs.

Action: Clerk to prepare a comparison of the running costs between night storage heaters and on demand heating.

The meeting closed at 20.20pm.

Chair

Date

Appendix A – payments July 2022

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/07/2022	Water Plus - Thanet House	1632	£12.00	Purchase Ledger DDR Payment
01/07/2022	Water Plus - Libbys Drive 7000	867	£13.40	Purchase Ledger DDR Payment
04/07/2022	Survey Monkey Europe	5431	£408.00	Subscription renewal
04/07/2022	Wilko	1465	£4.00	Bowl
06/07/2022	Alan Price	1160	£670.00	Grave digging fees
06/07/2022	BPE Solicitors LLP	2848	£3,600.00	Negligence claim
06/07/2022	C S Gardner	222	£200.00	Fit blinds, bolt and plug
06/07/2022	J S Whittaker T/A Colors	591	£2,000.00	Summer planting & maintenance
06/07/2022	CONSORTIUM	7891	£20.39	Wallet env dl wht 90gsm
06/07/2022	CONSORTIUM	1365	£86.36	Centrefeed 2-ply towels
06/07/2022	Exedra Nursery	2207	£666.00	Plants
06/07/2022	iHASCO	5718	£960.00	Annual renewal fee
06/07/2022	Lansdown Road Motors Ltd	5348	£46.00	Mot Mitsubishi + parts
06/07/2022	Pack Masonry Ltd	1617	£21,738.00	4797
06/07/2022	Pipercom Ltd	1135	£941.42	Broadband link upgrade
06/07/2022	Somerset County Council	1972	£75.60	Nox tubes analysis
06/07/2022	Stroud Parish Churches	1415	£75.00	St Laurence Church Hall hire
06/07/2022	Stroud Subscription Rooms Trus	567	£358.00	Hire of ballroom
06/07/2022	Thrupp Tyre Company Ltd.	4244	£30.00	Fir own 18x8.50-10 tyres x2
06/07/2022	Hughes&Salvidge Holdings Ltd T	8892	£280.80	Exchange 6 yard skip
06/07/2022	Hughes&Salvidge Holdings Ltd T	8893	£264.00	Wait and load of muck away
06/07/2022	Amanda Whittington	77	£300.00	Nature detective audio trail
06/07/2022	Zurich Municipal	6320	£6,923.76	Insurance and inspections
06/07/2022	Friends of Daisy Bank	BACS	£500.00	Friends of DB covid fund grant
06/07/2022	Stroud Book Festival	BACS	£1,500.00	Book Festival arts grant
06/07/2022	Independence Trust	BACS	£1,980.00	Independence Trust grant
07/07/2022	Allstar Business Solutions Ltd	7320	£221.41	Fuel
08/07/2022	Timpson	206	£36.00	Keys
11/07/2022	Polybags Ltd	66	£104.30	Black compactor
15/07/2022	SDC	DD	£1,068.00	SDC
15/07/2022	PAYROLL	DD	£19,072.39	PAYROLL JULY 2022

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
18/07/2022	Ecotricity - Gas Thanet 101976	7660	£26.20	Gas Thanet House
18/07/2022	Ecotricity - Thanet 10152716	2716	£19.85	Purchase Ledger DDR Payment
18/07/2022	Ecotricity - Libbys Drive 1014	9391	£179.49	Electricity Libbys
18/07/2022	Ecotricity - Thanet 10153686	97.93	£97.93	Electricity Thanet
19/07/2022	BAILEY PARTNERSHIP	7912	£2,508.00	Project Management
19/07/2022	The Bush Consultancy Ltd	8367	£5,352.00	Submission of FP & LBC
19/07/2022	Childs and Sulzmann Ltd.	3373	£1,969.50	Architects and design fee
19/07/2022	Childs and Sulzmann Ltd.	3374	£1,140.00	Architects fees
19/07/2022	Chubb Fire & Security Ltd.	5714	£186.40	Service
19/07/2022	CONSORTIUM	2173	£6.00	Microfibre cloths
19/07/2022	Countrywide Grounds Maintenance	1728	£2,316.00	Grounds maintenance cemetery
19/07/2022	Down to Earth Stroud	622	£192.00	Gardening assistance June
19/07/2022	JAMES & OWEN LTD	8526	£89.57	Stationery
19/07/2022	MDA Consulting Ltd	1368	£780.00	Professional fees
19/07/2022	Pipercom Ltd	1172	£711.77	IT services
19/07/2022	Play Gloucestershire	236	£3,714.16	After school play sessions
19/07/2022	Sasha Lewis	154	£250.00	Cemetery audio tour recording
19/07/2022	SLCC Enterprises Ltd	6511	£54.00	Finance summit HB
19/07/2022	Smiths (Gloucester) Ltd	662	£176.40	Recycling and waste
19/07/2022	Thirsty Work Ltd.	7593	£50.70	Water
19/07/2022	University of Bristol	4219	£30.00	Exam fee SM
19/07/2022	HMRC	BACS	£5,812.80	PAYE/NIC July
19/07/2022	LGPS	BACS	£5,970.76	Pensions July
19/07/2022	Top of Town Toddlers	BACS	£150.00	TOTTs ward budget grant
19/07/2022	Renault Finance	5152	£30.00	Renault battery hire
20/07/2022	Tontopf e.K.	XDU9	£84.85	Badges
20/07/2022	Workwear Express Ltd	1348	£502.56	Overpayment on INV1361348
22/07/2022	SDC	DD	£624.00	SDC RATES THANET HSE
25/07/2022	Lister Unified Communications	5411	£102.32	Mobile phone charges
26/07/2022	EE Ltd	3618	£39.12	Mobile phone charges
26/07/2022	TeamGantt	P650	£25.73	Monthly Subscription
27/07/2022	SGW Payroll Ltd.	4748	£63.30	Payroll month 4
27/07/2022	Konica Minolta Business Soluti	160	£214.06	Photocopier charges
28/07/2022	Ebay	2945	£56.49	Key for Marjoram presentation

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
28/07/2022	Midcounties Co-operative	4403	£3.90	Coffee
29/07/2022	Amazon EU	2907	£139.97	Galaxy Tab A7 Lite 32GB Grey W
29/07/2022	GLASDON UK LTD	4501	£43.79	Glasdon Litter Bin Key